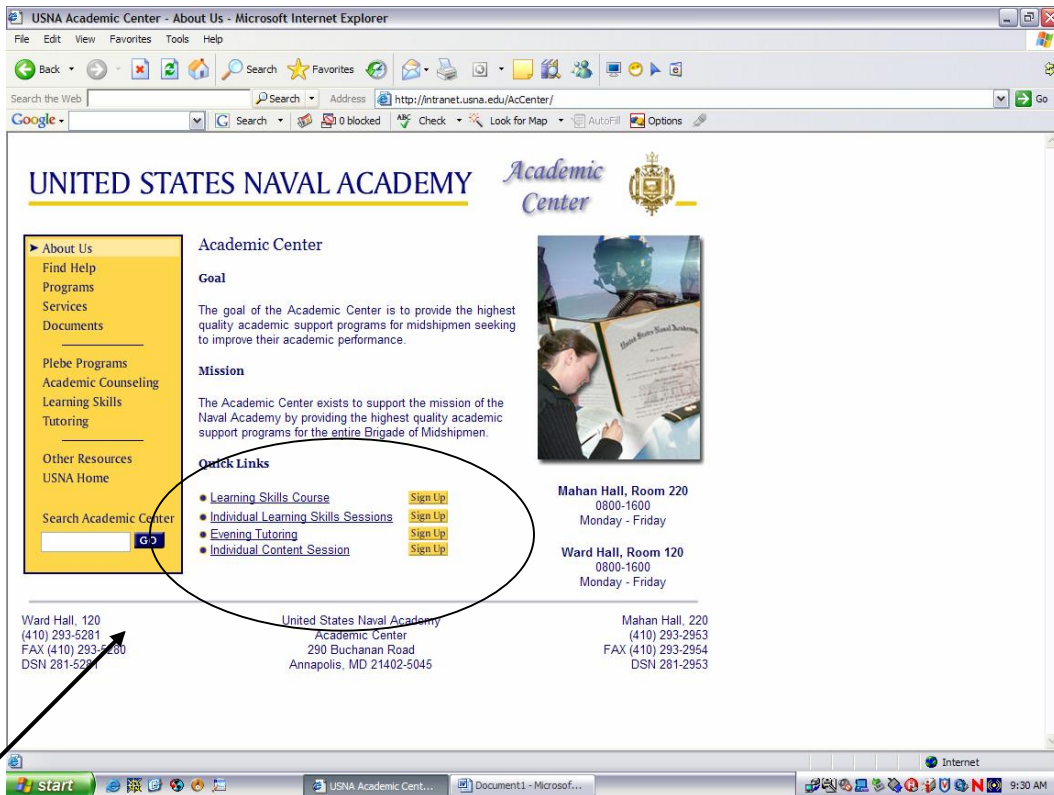
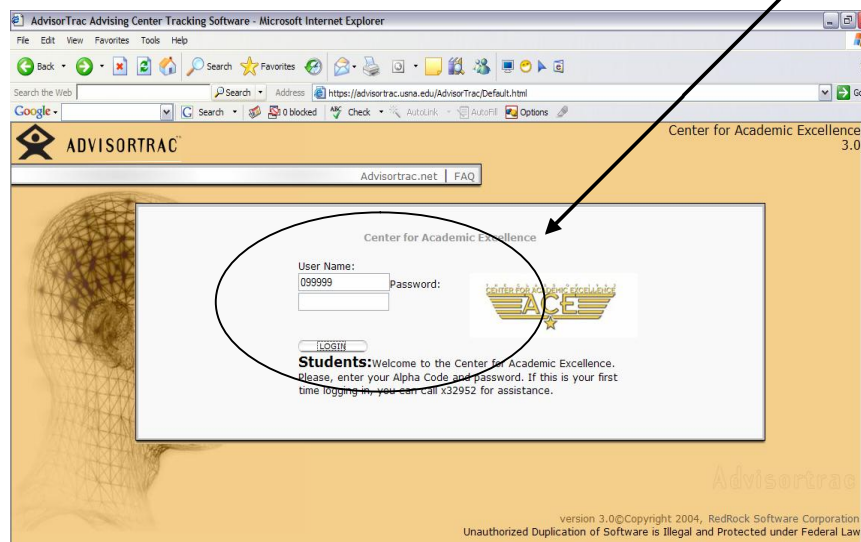


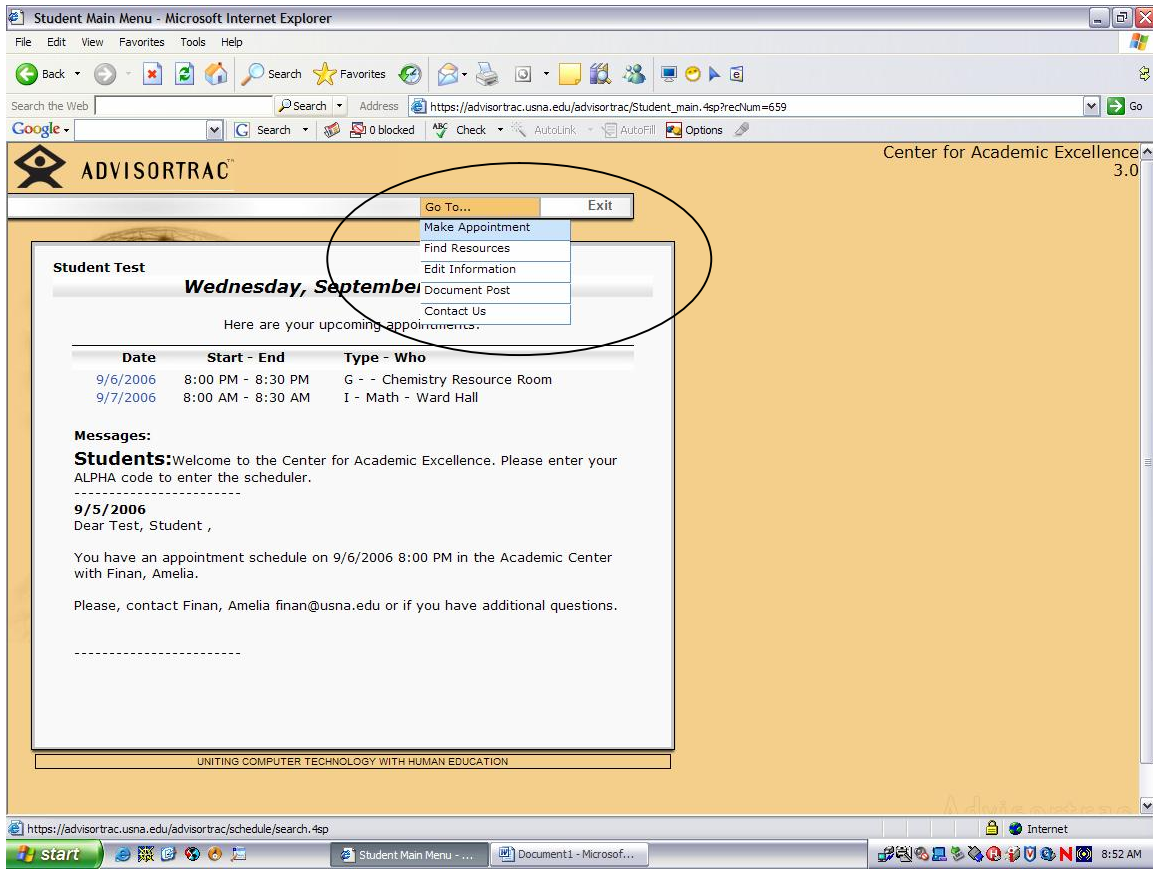
How to Make Appointments with the Learning Specialists or Tutors

From the Academic Center Website, choose the area that you would like an appointment

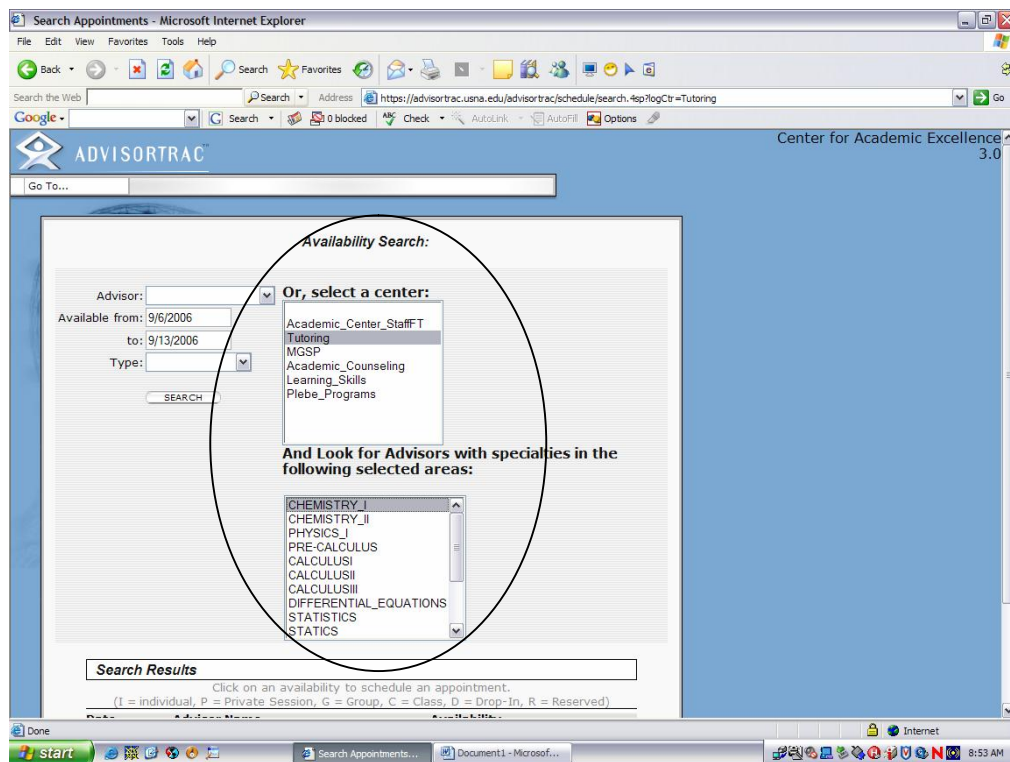


You will be directed to the scheduling software at <https://advisortrac.usna.edu>. The midshipman should enter his/her username and password:





From the student's sign-in page, He/she should select "Go To" and "Make Appointment". This will bring up an availability search. The midshipman should choose "Tutoring" and select the area of interest.



At the bottom of the screen all the available appointments will be displayed. To choose an available appoint, the midshipmen should click on the time under “Availability.” I = Individual, G= Group (up to 3 midshipmen).

Search Appointments - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search the Web Search Address <https://advisortrac.usna.edu/advisortrac/schedule/search.asp>

Availability Search:

Advisor: Or, select a center:

Available from: 9/6/2006 to: 9/13/2006 Type:

Academic_Center_Staff T
Tutoring
MGSP
Academic_Counseling
Learning_Skills
Plebe_Programs

And Look for Advisors with specialties in the following selected areas:

CHEMISTRY_I
CHEMISTRY_II
PHYSICS_I
PRE-CALCULUS
CALCULUSI
CALCULUSII
CALCULUSIII
DIFFERENTIAL_EQUATIONS
STATISTICS
STATICS

Search Results

Click on an availability to schedule an appointment.
(I = individual, P = Private Session, G = Group, C = Class, D = Drop-In, R = Reserved)

Date	Advisor Name	Availability
Wednesday, September 06, 2006	Mutch, Beth Tutoring	P - 8:15 AM - 8:45 AM P - 8:45 AM - 9:15 AM
Thursday, September 07, 2006	Mutch, Beth Tutoring	I - 8:15 AM - 8:45 AM I - 8:45 AM - 9:15 AM

To set the appointment, the midshipman will need to select the area desired for the appointment and choose “Select Appointment”.

A confirmation display the scheduled appointment. In addition, and e-mail confirmation/reminder will be sent to the student and staff member.

Appointment Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search the Web Google Search Address https://advisortrac.usna.edu/advisortrac/schedule/Appnts.asp?instr=6&theDate=9/7/2006&availRec=1098&thisStart=08:15:00&thisDu Go

ADVISORTRAC Center for Academic Excellence 3.0

Go To...

Student Info:

Name: Student Test
Student ID: m099999

Appointment Information: (Type=)

Advisor: **Beth Mutch** ID: -1
Date: **9/7/2006** Location: **Mahan Hall**
Time: 8:15 am Duration (Hours): 0.8
Academic_Center_StaffT

Request Help In:

Academic_Center_StaffT
Learning_Skills
Academic_Counseling Appointment
Plebe_Programs
MGSP
TUTORING
CHEMISTRY_I
CHEMISTRY_II
PHYSICS_I
PRE-CALCULUS
CALCULUS I
CALCULUS II
CALCULUS III
DIFFERENTIAL_EQUATIONS
STATISTICS
STATICS

Created 00/00/00 at 00:00:00
By

UNITE COMPUTER TECHNOLOGY WITH HUMAN EDUCATION

JavaScript:doChoice()

Appointment Entry - ... Document1 - Microsof...

9:29 AM